

| NODIS Library | Program Formulation(7000s) | Search |



# NASA Procedural Requirements

COMPLIANCE IS MANDATORY

**NPR 7900.3B**

Effective Date: June 14,

2007

Expiration Date: June 14,

2012

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

## Subject: Aircraft Operations Management

Responsible Office: Aircraft Management Division

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
[Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [Chapter11](#) | [Chapter12](#) | [Chapter13](#) | [AppendixA](#) | [AppendixB](#)  
| [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [AppendixH](#) | [AppendixI](#) |  
[Index](#) | [ALL](#) |

# Appendix F NASA Aircraft Cost and Performance Worksheets

## NASA Aircraft Cost and Performance Data Worksheets

### Purpose:

The primary objective of measuring aircraft operations is to provide to Agency stakeholders the key indicators of aircraft operational scope, effectiveness, efficiency, and safety. In addition to the basic aviation metrics established by this document, aviation metrics and performance objectives specific to Agency programs and projects shall be established based on program or project requirements and reported to the program or project managers as needed.

A second objective in assembling Agency aircraft operations results and metrics is to comply with Office of Management and Budget (OMB) Circular A-126, wherein Federal agencies are required to cooperate with the General Services Administration (GSA) for collection of aircraft information, including aircraft cost data.

### General Instructions:

- (1) The following data shall be submitted quarterly, no later than 45 calendar days after the end of each quarter.
- (2) **Aircraft Inventory Data.** Please use the attached Aviation Inventory Report form to report aircraft operated during the fiscal year. Aircraft value requested shall be based on NEMS database. Additional blank sheets may be used in addition to the comment block of the attached Aviation Inventory Data form to list projects, programs and/or campaigns supported during the fiscal year. For contracted Commercial Aviation Services (CAS), please annotate the duration of the contract or service agreement in the Additional Narrative section. Aircraft Value is not required for CAS.
- (3) **Aircraft Performance Data.** Please use the attached Aviation Performance Report forms to report aircraft operational results for the fiscal year. Due to the different natures of aircraft operations, two Aviation Performance Report forms are to be used – one for Mission Management Aircraft and another for Program Support (PS) and Research & Development (R&D) Aircraft. For contracted Commercial Aviation Services (CAS) aircraft used to perform MM functions, Maintenance Down Time is not required.
- (4) **Aircraft Safety Data.** Please use the attached Aviation Safety Report form to report aircraft operational safety metrics for the fiscal year, including contracted Commercial Aviation Services (CAS). Costs of mishaps shall be reported to the nearest dollar. Extenuating circumstances in aborted missions shall be provided in the comment block of the Aviation Safety Report Form.
- (5) **Aircraft Cost Data.** Please use the attached Aviation Financial Report form to report aircraft costs for the fiscal year, including contracted Commercial Aviation Services (CAS). Costs, as opposed to disbursements or obligations, shall be reported to the nearest dollar for each aircraft type operated during the fiscal year. One form shall be used to report one aircraft type and mission utilization category. Using the F/A-18 example, one form is to be used for F/A-18 (PS) and another for F/A-18 (R&D).

While the aircraft cost data requested stems primarily from OMB Circular A-126 cost data requirements, the Aircraft Financial Data Report form that follows this cover page have been streamlined as much as possible. In essence, costs are separated into three broad categories: Investment Expenditures, Fixed Costs, and Variable Costs. Fixed costs are those that would be incurred whether aircraft are flown or not. Typical fixed costs are calendar based, e.g. depot maintenance. Variable costs are those incurred as aircraft are flown. Typical variable costs are flight hour or flight cycle based, e.g. fuel.

Not all aircraft costs are typically captured or reported by the Centers' Aircraft Offices. Collaboration between cognizant offices is likely required in order to assemble the total aircraft cost picture at each Center.

Aircraft cost data submitted needs to be auditable. It is possible that the General Accounting Office (GAO) will audit NASA's submission of aircraft cost data to GSA.

Assembled aircraft cost data can also be faxed to Mr. Tzu-Hsien (Shen) Yen at (202) 358-3196.

July 7, 2006

## F -1 NASA Aircraft Cost and Performance Worksheets

**Fiscal Year        Quarter        Aviation Inventory Worksheet**

Center:

Aircraft	Qty	Utility Designation (MM/PS/R&D)	Capitalized Aircraft Value	Programs/Projects/Campaigns Supported
TOTAL				

Additional Narrative: (Comments, Explanation of Acronyms, Significant Accomplishments, Etc.)

July 7, 2006

**F-2 NASA Aircraft Cost and Performance Worksheets**

<b>Fiscal Year <u>  </u> Quarter <u>      </u> Aviation Performance Worksheet (Mission Management Aircraft)</b>								
<b>Center:</b>								
<b>Aircraft</b>	<b>Flight Hours Flown</b>	<b>Sorties Flown</b>	<b>Sorties Aborted (Due to Acft)</b>	<b>Sorties Aborted (Not Due to Acft)</b>	<b>Maint. Down Time (Hours)</b>	<b>Pax. Flown</b>	<b>Pax.-Miles Flown</b>	<b>Average Load Factor</b>
<b>TOTAL</b>								
<b>Additional Narrative: (Amplifications, Comments, Etc.)</b>								

July 7, 2006

**F-3 NASA Aircraft Cost and Performance Worksheets**

<b>Fiscal Year <u>  </u> Quarter <u>  </u> Aviation Performance Worksheet (Program Support and Research &amp; Development Aircraft)</b>						
Center:						
Aircraft	Utility Designation (PS or R&D)	Flight Hours Flown	R&D Ground Time* (Hours)	Sorties Flown	Sorties Aborted (Due to Acft)	Sorties Aborted (Not Due to Acft)
<b>TOTAL</b>						

Additional Narrative: (Amplifications, Comments, Etc.)

\* If Applicable and Data Is Available

July 7, 2006

#### F-4 NASA Aircraft Cost and Performance Worksheets

<b>Fiscal Year <u>      </u> Quarter <u>      </u> Aviation Safety Worksheet</b>							
<b>Center:</b>							
Aircraft	Qty	Utility Designation (MM/PS/R&D)	Type A Mishaps	Type B Mishaps	Type C Mishaps	Type D Mishaps	Costs of Mishaps
<b>TOTAL</b>							

**Additional Narrative: (Amplifications, Comments, Etc.)**

July 7, 2006

**F-5 NASA Aircraft Cost and Performance Worksheets**

<b>Fiscal Year _____ Quarter _____</b>		<b>Aircraft Financial Data Worksheet</b>		
Center:	Aircraft Type & Utility Designation:			Quantity:
Cost Categories and Elements		Paid To		
			Federal/Internal	Commercial
<b>Aircraft Ownership Investments:</b>				
<i>Aircraft Purchase Costs</i>				
<i>Lease to Own &amp; Fractional Ownership - Ownership Costs</i>				
<i>Permanent Mods &amp; Upgrades Costs</i>				
<i>Aircraft Support Assets (SE, Tools, etc.)</i>				
<b>Total Investment Expenditures</b>			\$ -	\$ -
<b>Aircraft Operation Costs - Fixed Costs</b>				
<i>Administrative Overhead</i>				
- HQ G&A				
- Center G&A				
<i>Aviation Operation Overhead</i>				
- Direct Aircraft Management/Support Personnel Salaries				
- Costs Service Pool Personnel Supporting Aircraft Management/Operations				
- Home Base Facilities, Airport fees, IT Services, Utilities, Etc.				
<i>Flight Crew Costs - Fixed</i>				
- Flight Crew Salaries & Benefits				
- Flight Crew Currency & Qualification Training				
<i>Maintenance - Fixed</i>			\$ -	\$ -
<i>Maintenance Labor - Fixed</i>				
- Government & Contractor Maintenance Crew Salaries & Benefits				
- Government & Contractor Maintenance Crew Currency & Qualification Training				
<i>Maintenance Parts/Contracts - Fixed</i>				
- Parts for Maintenance Scheduled on Calendar Basis				
- Contracted Maintenance Actions Scheduled on Calendar Basis				
<i>Commercial Aviation Service (Fractional, Lease, Etc.) - Fixed</i>				
<i>Other Fixed Operating Costs</i>				
- Insurance				
- Depreciation				
- Other				
<b>Total Fixed Costs</b>			\$ -	\$ -
<b>Aircraft Operation Costs - Variable Costs</b>				
<i>Maintenance - Variable</i>				
- Labor Not Accounted For In Fixed Maintenance Labor				
- Consumables & Parts				
- Maintenance Based on Flight Hours/Cycles, Including Engine O/H, HJS, and Acfit Refurb.				
- Unscheduled Maintenance/Repair				
<i>POL</i>				
<i>Commercial Aviation Service (Fractional, Lease, Etc.) - Variable</i>				
<i>Mission Related Costs</i>				
- Variable Crew Costs (Travel, Overtime, Bonus Pay, etc.)				
- Flight Support Services & Ground Servicing (Landing & Tie-Down Fees, etc.)				
- Miscellaneous Mission Related Costs				
<i>Other Variable Operating Costs</i>				
<b>Total Variable Costs</b>			\$ -	\$ -
<b>TOTAL</b>			\$ -	\$ -

July 7, 2006

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
[Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [Chapter11](#) | [Chapter12](#) | [Chapter13](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) |  
[AppendixG](#) | [AppendixH](#) | [AppendixI](#) | [Index](#) | [ALL](#) |

| [NODIS Library](#) | [Program Formulation\(7000s\)](#) | [Search](#) |

**DISTRIBUTION:**  
**NODIS**

---

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---